

POSITION GUIDE NONAPPROPRIATED FUNDS

JOB NUMBER

FLSA: Non-Exempt

Title: Laborer

PAYPLAN/SERIES/LEVEL: NA-3502-03

Major Duties:

Performs one or both of the following duties alone or as a member of a work crew:

1. Perform heavy physical labor requiring the frequent lifting and carrying of items and furniture weighing 80 to 100 pounds or more.
2. Operate heavy powered equipment performing tasks that require prior work experience and training. Such tasks include ground maintenance on grades and slopes, digging ditches and trenches, washing buildings using high pressure sprayers, operating tillers to prepare lawns for sod and bedding plants, and cutting trees using axes or chain saws. Performs general maintenance of NAF facilities requiring use of heavy powered equipment and heavy tools. Breaks up concrete, mixes and pours concrete and asphalt. Resets nails, replaces hardware, relocate playgrounds, flowerbeds and portable structures. Advises supervisor/leader of potential safety hazards and identifies repairs required.

Skill and Knowledge: Knowledge of the processes which require remembering directions and/or sequences is required (e.g., mixing cement). Knowledge and skill in the operation, control, and cleaning of heavy, power equipment (single-function power lawn mowers with one or more cutting decks and mechanical controls, chain saws, jackhammers). Knowledge to work safely with heavy tools (axes, picks, tampers, chain saws, etc). Skill in performing routine operator maintenance and adjusting the cutting height of blades of power mowers or in operating weight handling devices when moving heavy loads.

Responsibility: Routine work is completed independently. General instructions are provided with assignments. Completed work is reviewed for timeliness, work practices, and compliance with instructions. Incumbent is responsible for following safety practices, obtaining assistance, and performing maintenance on equipment.

Physical Effort: Requires frequent lifting and carrying of items weighing over 50 pounds, operating heavy powered mowers on grades or pushing wheelbarrow loads of cement, etc. Required to stand, walk, bend and kneel for lengthy periods of time.

Working Conditions: Works indoors and outdoors. May be exposed to adverse weather conditions when working outdoors. Exposed to drafts, noise, dust, and dirt. Possibility of bruises, muscle strains, cuts and scrapes. Required to follow safety procedures and use standard safety equipment such as gloves, ear protectors, and safety glasses and exercise proper handling of equipment to avoid serious injury in the work area.

EVALUATION STATEMENT:

Determination of Title and Series: This position requires the incumbent to perform a variety of duties in different work settings requiring physical effort and the ability to perform laboring duties with minimal skill. The most appropriate standard for these duties is Laborer, NA-3502.

Determination of Grade: The position was evaluated at the grade three level because of the knowledge and skill required in the use of heavy power equipment and tools. This position would also be proper for those duties that require the physical effort alone (the frequent lifting and carrying of 80 to 100 pounds or more). As such, the skill and knowledge and the physical effort required are a match to that described at the WG-03 level of the referenced standard.